

Town of Arlington
Office of the Town Clerk
Massachusetts Avenue
Arlington, MA 02476



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townclerk@town.arlington.ma.us

MEMO

Arlington has many boards, commissions and committees doing vital work for our community. Residents who wish to serve can learn more about committees seeking new members along with details about how to apply by visiting the [Committee Openings](#) page.

Most committee members are appointed by either the Moderator, Town Manager, Redevelopment Board, Director of Planning and Community Development, Superintendent, School Committee, or Select Board. Applicants may be asked to interview or attend a hearing so they can introduce themselves to the appointing authority prior to their vote. Following the decision, a formal letter of appointment will be emailed, and the new appointee must be sworn in by the Town Clerk prior to acting on behalf of the Town. In addition, all Town employees and volunteers serving on Town Committees must pass an online course that reviews the laws regarding conflicts of interest and provide certification to the Town Clerk.

These rules apply equally to members of committees who are reappointed. Appointments are made for specific terms that expire and the formal acknowledgement of each appointment is required.

When appointees take their oath, they sign forms acknowledging they received important documents. Those documents are:

[Guide to Open Meeting Law](#)

[Summary of Conflict of Interest Laws](#)

Committee members will also be given Arlington documents that contain helpful explanations of the relevant laws and regulations and important Arlington policies:

[Town Guide for Employees & Volunteers](#)

- Discrimination, Harassment and Sexual Harassment Policy pgs 9 - 12
- Anti-Fraud Policy pgs 13 - 16

[Communications Policy](#)